

November 13, 2003

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

APPROVAL OF MEDICAL TRANSCRIPTION SERVICES AGREEMENT
AMENDMENT NO. 2 TO AGREEMENT NO. 71386
(2nd District) (3 Votes)

IT IS RECOMMENDED THAT YOUR BOARD:

Approve and instruct the Chair to sign Amendment No. 2 to Agreement No. 71386 with Medquist Transcriptions, LTD. to extend the term for six months, on a month to month basis, effective December 1, 2003 through May 31, 2004, and add newly required standard County contract provisions, at an estimate County cost of \$105,832, 100% net County cost.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:

Approval of Amendment No. 2 to Agreement No. 71386 with Medquist Transcriptions, LTD. ("Medquist"), will ensure the continuation of medical transcription services for Martin Luther King, Jr./Drew Medical Center (King/Drew), while a Request for Proposals (REP) is completed for medical transcription services to be provided at King/Drew and four other Department of Health Services (DHS) facilities. The amendment will also add newly required standard County contract provisions.

Current County policy and guidelines require the timely submission of contracts for Board approval. However, Amendment No. 2 was not scheduled for placement on the Board's agenda three weeks prior to its effective date as it was expected a competitive process would have been completed.

FISCAL IMPACT/FINANCING:

Payment provisions and rates shall not be changed for the 6-month extension period. The estimated County cost is \$105,832 for the term of the extension.

Funding is available in the Fiscal Year 2003-04 DHS Budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

On May 5, 1998, the Board approved Agreement No. 71386 with Medquist Transcriptions, for the provision of medical transcription services for King/Drew.

In May 2002, DHS extended the term of the agreement by written consent of both parties for six (6) months through November 30, 2002.

On November 26, 2002, the Board approved Amendment No. 1 to Agreement No. 71386 to extend the agreement for twelve (12) months through November 30, 2003.

Amendment No. 2 will extend the term of the agreement for a maximum period of six (6) months, from November 30, 2003 through May 31, 2004, and add new standard contract provision regarding the Safely Surrendered Baby Law.

Contract monitoring has been and will continue to be performed by King/Drew and DHS' Contract Monitoring Division. Medquist is currently in compliance with all contract requirements.

County Counsel has approved Amendment No. 2 as to form.

Attachment A provides additional information.

CONTRACTING PROCESS:

DHS intends to release a competitive REP solicitation process for the provision of medical transcription services for the King/Drew and four other DHS facilities. The REP will be advertised on the Office of Small Business' Countywide (OSB) Web Site and in local newspapers.

IMPACT OF CURRENT SERVICES (OR PROJECTS):

Approval of the amendment will ensure the continued and uninterrupted provision of medical transcription services at King/Drew.

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When approved, this Department requires three signed copies of the Board's action. Respectfully-
submitted,

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Thomas &~)trthwaite, M.D.
Director and Chief Medical Officer

TLG:sns

Attachments

c: Chief Administrative Officer
County Counsel
Executive Officer, Board of Supervisors

MedquistBDLTR.wpd